

Dental Office Receptionist

Course Overview

$942.61*

Do you want a rewarding and challenging career? Do you like working in a team environment? Dental Office Reception could be a great job for you!

In this course, you will learn dental terminology and anatomy, telephone and customer etiquette, tooth identification and numbering, dental records management, dental insurance and billing procedures, appointment scheduling, and how to work with current dental fee guides.

Textbook
The Digital Textbook: Dental Office Administration, 2nd Edition 2021 (Baillargeon, S) can be purchased at the CNC Bookstore.

Prerequisites
Grade 10 or equivalent

60 Hours In-Person

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2027S CEDR 150 101**
January 18 - March 31, 2027
Monday & Wednesday | 6:00pm - 9:00pm
Registration recommended by Thursday,December 31, 2026.
Prince George Campus

Please register before the recommended date as courses under-enrolled as of this date may be cancelled. Registrations after this date will be accepted if space is available.

****This course may be eligible for funding through the StrongerBC future skills grant.**

*Tuition is subject to applicable student fees and taxes.

Ready to Register?

Request for Registration
and/or Sponsor an Employee Form

FOR MORE INFORMATION:

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